



**INDIANA COMMISSION ON COMMUNITY SERVICE & VOLUNTEERISM**  
**Meeting Minutes**

December 13, 2006  
1:00 PM - 3:00 PM

**Indiana Government Center  
302 W. Washington Street  
Conference Room 12  
Indianapolis, Indiana**

Following self-introductions by staff, Commissioners and AmeriCorps VISTA members, the ICCSV meeting was called to order at 1:23 PM by Commission Chair David Reingold, followed by the roll call. Those commissioners in attendance were:

Jack Brady	Amy Mendoza
Mark Dobson	Marty Moore
Louis Lopez	David Reingold
Leo McCarthy	Wesley Simms
Jackie McCracken	Michele Sullivan

The following OFBCI staff members were in attendance:

Paula Parker-Sawyers	Denny Benson (VISTA)
Cecelia Johnson-Powell	Sarah Bonilla (VISTA)
Carey Craig	Adrienne Brown (VISTA)
Erin Wright	Jessica Parks (VISTA)
Janet Simpson	Marjorie Roberts (VISTA)
Laura Williams (Gov. Fellow)	A.J. Salkoski (VISTA)

Commission Chair Reingold entertained a motion to approve the minutes from the September 12, 2006 meeting. Michele Sullivan made a motion to approve the minutes, seconded by Amy Mendoza. The motion passed unanimously.

Commission Chair Reingold congratulated Marty Moore and Jackie McCracken for their recent reappointments to the Commission and welcomed Dr. Leo McCarthy to the board as well. Commission Chair Reingold recognized and thanked the OFBCI staff for their hard work on the review process, the documentation, as well as the results. He reminded those in attendance that the grant procurement process for AmeriCorps grants is a fairly long, cumbersome and complicated process. The commission previously approved the

call for proposals and the second step is making a decision on which proposals should be sent to the Corporation for National and Community Service (CNCS) for Competitive Funding consideration. Commission Chair Reingold further stated that a third of the AmeriCorps funding is competed for nationally, based on the proposals that are advanced from commissions around the country. The purpose of the meeting is to decide which of the received proposals should be submitted for competitive funding.

Executive Director Paula Parker-Sawyers referred to the blue folders which had been sent to the commissioners. She highlighted the first tab, "Timeline and Process", which details the grant review process from beginning to end. Beginning with the issuance of the RFP (request for proposal) and ending with the formula applications due into CNCS by August 1, 2007. She further stated there are multiple steps, and currently we are about half way through the process. Following the first tab, is the Grant Application Review Process, a list of peer reviewers, a copy of the Reviewer Score Sheet for New and Re-compete Applications, Reviewer Score Sheet for the Evaluation Plan, and a Reviewer Score Sheet for Competitive Continuation applications. Mrs. Parker-Sawyers indicated each re-competing applicant was required to turn in an evaluation plan with their RFP. Those grantees who submitted a competitive continuation application had a less complicated scoring sheet because, as continuations, the application process was shorter. The final page in this particular section is a reminder of the CNCS Strategic Goals which includes Mobilizing More Volunteers, Ensuring a Brighter Future for All of America's Youth, Engaging Students in Communities, and Harnessing Baby Boomers Experience. The section also includes our 2006-2008 Indiana State Service Plan.

Mrs. Parker-Sawyers then brought the Commissioners' attention to the 2007-2008 Indiana AmeriCorps State RFP Peer Review Panel Recommendations pages. These pages represent all of the proposals received and their ranking, however the commissioners are asked to only focus on the competitive funding applications during this meeting. There are a total of 13 new and re-competes and 2 continuation grant applications, and eventually the commission will have the opportunity to vote on each of them.

Discussion on the following proposals was led by Executive Director Paula Parker-Sawyers.

**Franklin College:** According to the Peer Review Panel Recommendations page, Franklin College was ranked number one and is a re-compete application. This means their first three years as a grant under formula has expired and they are applying for a second round of three year funding. The reviewers' and staff recommendation to the Commission is that they are good enough to be considered at the competitive level. Their program summary is to build a healthy community that will enable all residents to thrive by building a countywide collaboration between parents, schools, community members, and community organizations and by creating strategies to ensure the health and well-being of children, families, and other adults in the community. Their program will address these three needs (literacy and school readiness, health/wellness, and self-

sufficiency) through a variety of agencies and activities. Their MSYs (member service year) is 10.7. This program uses primarily quarter time and minimum time members. In 2005/2006, they received 9.0 MSYs and used 9.0, the OFBCI cannot report on 2006/2007 because the year just began September 1, 2006. Their issue area is human needs and their recruitment for 05/06 was 100% and their retention rate is 95%. The average retention rate in Indiana is approximately 73%. Mrs. Parker-Sawyers pointed out they have had four onsite program monitoring observations and the OFBCI staff found 'no findings'. They also had a fiscal monitoring review and there were no findings and no observations. Observations are normally minor in scope, but items that need to be corrected. Their match sources are in-kind from Franklin College, community partners, and administrative matching funds.

Executive Director Parker-Sawyers reminded the commission that they had expressed significant concern last year about grantee performance measures, member activities, partnership information as well as the source of their match. As a result, this information is included on each applicant's application review form. Performance measures are also included in the peer review panel's comments and questions.

Commission Chair Reingold opened the floor for questions and indicated procedurally the commission could vote on each of these separately or collectively, whatever they wished to do. It was the commission's choice to vote on them individually.

Mark Dobson made a motion to send **Franklin College's** application to the national competition and was seconded by Michele Sullivan. The motion carried, 8-0-1, with Jackie McCracken abstaining.

**Grow Indiana/Indiana University (Indiana Campus Compact):** Executive Director Parker-Sawyers shared with the commission that the Executive Director of Indiana Campus Compact is Commissioner Jackie McCracken. Ms. McCracken advised the commission of her desire to abstain from voting and did not wish to be included in any discussions. The program summary is the premier source for statewide, higher-ed collaboration related to service-learning and civic engagement, ICC has the unique capability to mobilize numerous, resource-rich institutions of higher education throughout the state to work together to address Indiana's most critical and pressing issues. Realizing this great opportunity, ICC has developed the Grow Indiana program. This program will address two critical needs within the state of Indiana: (1) Retention of college graduates with math-based degrees (e.g. business, finance, economics, engineering, life sciences, and math education); (2) Increasing student interest in math at the middle school level. Mrs. Parker-Sawyers further stated Indiana Campus Compact was not funded competitively last year for its Indiana Reading Corps program. The review panel indicated their desire to send this organization back to CNCS because it had addressed and met many of the concerns previously identified in the proposal submitted last year. This is a new proposal, but the host organization already has a track record. As indicated on the Application Review form, their proposed MSYs for 07/08 are 72.00, with a cost per MSY of \$3,934.14, which is significantly below what CNCS allows. The form notes, however, that there is an error in the budget which will impact the cost per

MSY. Indiana Campus Compacted has been consistent in using the MSYs they are awarded every year. The issue area is education with a state-wide geographic focus. Their recruitment for the last year of operation was 95%. During the last year of operation they had 3 programmatic findings resulting from program compliance reviews. There were no findings and no observations relative to fiscal compliance.

Wesley Simms asked about the definition of a 'finding' relative to an AmeriCorps grantee. Erin Wright responded that the findings for ICC were that some of their AmeriCorps members were not enrolled in WBRIS (web-based reporting system) within 30 days. The second finding was that member time logs did not contain information on activities accounted for on the logs and the third finding, which resulted from a desk review of five member files, was that 3 of the 5 contracts were not signed by a designated representative of the host program. Leo McCarthy asked if these findings were deviations from the way they wrote their proposal or were they deviations from the way in which their program was implemented. Paula Parker-Sawyers answered that these are guidelines or regulations specified by CNCS and at the time of the monitoring visit, the noted items were areas of non-compliance. It was an oversight on the part of the grantee. Commission Chair Reingold stated that from his experience, there are very few programs that get all of the entry information correct in terms of the timing, checks, and hours. In fact one of the reasons behind the implementation of the new rules is because there had been a fairly lax set of practices around the nation. Mr. McCarthy stated he understood that it was just an oversight and not an omission. Commission Chair Reingold stated it is a fairly challenging task to have everything carried out administratively, but the OFBCI and the commission do expect the grantees to carry out all of the requirements. Mr. McCarthy asked who makes the determination whether it was a significant oversight. Mrs. Parker-Sawyers stated that significant oversights are things that more than likely would result in a negative finding or would result in a financial or regulatory impact on the commission. Specifically, the two findings in question indicate that it is not clear as to what the member is doing and/or if the activity the member is engaged in is a legitimate reimbursable activity. All documented findings must be addressed by grantees by submitting a corrective action plan within 30 days. Depending on the severity of the findings, the potential financial impact of non-compliance, and the grantee's proposed corrective action, the OFBCI may suspend the program or request reimbursement for questionable activities.

Commission Chair Reingold stated for the record that Campus Compact did submit a corrective plan which was accepted and that all findings have been resolved. Executive Director Parker-Sawyers continued by saying when there are fiscal findings, OFBCI staff get very nervous. It is very important to look at ICC's project justification, as well as their performance measurements. ICC also noted that all of their cash funding is coming from Indiana University. It was noted that Campus Compact is housed at Indiana University but serves multiple universities around the state. Out of a possible total of 800 points, ICC received 670 points. The review panel recommended the proposal be sent to the competitive round for funding at the requested amount, with no contingencies.

Commission Chair Reingold indicated he was a little concerned about what CNCS is looking for in the proposals and suggested that staff work with each applicant to polish up the proposals prior to submission in order to strengthen their chances of approval. For example, one of the performance measures of ICC is to try and improve math performance in 6<sup>th</sup>-8<sup>th</sup> grade students by the end of the 2007-08 school years. He stated perhaps the Corporation would want to see a specific target number that can be measured.

Mrs. Parker-Sawyers agreed and stated that the applications will be sent to CNCS the end of January. She urged the commission to review all the information provided again and if they believed additional information would be helpful to strengthen the proposal to please advise the OFBCI staff. The funding dollars for these grants do not come from formula funding, therefore the better the grants are written for submission, the better their chances for funding and, thus, the more money will come to Indiana. She further stated the recommendations would be passed on to the applicants for them to make the appropriate changes.

Michele Sullivan suggested that grantees revise their proposals to reference their performance measurements especially as to how they are addressing the Corporation's strategic goals.

Commission Chair Reingold asked if there were any other questions, comments, or concerns. Wesley Simms made a motion to send **Indiana Campus Compact's** application to the national competition. The motion was seconded by Jack Brady. The motion carried, 8-0-1, with Jackie McCracken abstaining.

**Sycamore Service Corps/Indiana State University:** Executive Director Parker-Sawyers stated this was a re-compete application. They currently receive formula funding. The Sycamore Service Corps is an intergenerational, service program designed to impact the priority community needs of poverty, economic development, public safety, education, and family self sufficiency and stability. The primary service area is Terre Haute in Vigo County with additional support provided to the surrounding counties of Parke, Vermillion, Sullivan, and Clay. The program is administered by the Center for Public Service and Community Engagement at Indiana State University. In 06/07 they were awarded 12.2 MSYs and are asking for the same number of MSYs in 07/08. Their recruitment in 05/06 was at 100 percent. A fiscal desk review was conducted in August, 2006 and an on site review was conducted on September 29, 2006 which resulted in three findings. There was also one fiscal finding in which the April 2006 periodic expense report did not reconcile with the general ledger. That finding has been reconciled and corrected. The program findings indicated that members appear to be engaging in prohibited activities, member time logs incomplete or vague (unclear if activities are allowable), and discrepancies between electronic and paper time logs.

Mrs. Parker-Sawyers further stated two of the program findings were of major concern and could be a significant problem. At one of the Sycamore Service Corps host sites, there is a program called Jesus and Me (JAM). The name of this program is also included in the AmeriCorps members' position descriptions. The program executive

director is changing the position description in hopes of resolving the issue. As part of the AmeriCorps members' duties, members are to lead and accompany students from one activity to another activity. At the second location, the students receive the JAM instruction. While they are accompanying their students to the JAM activity, members indicated they are not counting the time leading the session as member time, so they believed they were within the guidelines. Members of the OFBCI staff strongly questioned this practice and are currently preparing documents to send to the General Counsel at CNCS for their review as to whether or not the program should reimburse the Commission for the funds expended while members participated in the JAM program. Some of the documentation is vague and OFBCI staff members are concerned about the outcome of a potential audit.

Leo McCarthy asked Mrs. Parker-Sawyers if JAM was a prohibitive activity. She responded that members are not allowed to engage in religious instruction per AmeriCorps guidelines. Marty Moore asked what percentage of their grant money was in question. Mrs. Parker-Sawyers advised that the amount was approximately \$2500. Mr. Moore asked if it was possible for the OFBCI to ask the Sycamore Service Corps to refund that amount of money and in doing so, Mr. Moore would personally reimburse them. Mrs. Parker-Sawyers stated to Mr. Moore as a result of Mr. Moore being a commission member his suggestion would have to be personal decision and could not be endorsed by The Commission. The OFBCI staff understands that the children cannot be moved from one location to another without assistance.

Commission Chair Reingold commented this matter reminded him of the ACE program at Notre Dame, which was started by the Clinton Administration in 1997. Part of their program was non-religious and part was religious. However, they only counted AmeriCorps time doing secular instruction and did not report the religious activity. The Corporation was sued in 2002 as to what kind of monitoring activities were in place to ensure this type of activity could in fact be monitored. Commission Chair Reingold stated he supported the OFBCI's decision to seek counsel from CNCS.

Marty Moore asked if contact had been made with Sycamore Service Corps about this issue. Mrs. Parker-Sawyers advised that the grantee had been contacted and understands OFBCI's concern. They have agreed to remove the JAM reference from the AmeriCorps position description... However it is a matter of ongoing monitoring from OFBCI's prospective. It's not the accompanying of the children to the program that is the issue. The issue is placing the AmeriCorps member in a position where they are listening to religious doctrine that may not be consistent with their own personal beliefs. As previously stated, Executive Director Parker-Sawyers advised that all the materials are in the process of being gathered and will be forwarded on to the Corporation to get a ruling from the General Counsel. This is being done to protect the ICCSV commission, the state, and the OFBCI. As Executive Director, Mrs. Parker-Sawyers said she considered it enough of an issue to ask for guidance and whatever response is received is how future actions will be determined.

Commission Chair Reingold commented that having the Corporation's General Counsel review the facts and give an opinion on how they believe we should proceed is a good solution. Assuming this proposal moves forward, there is communication wherein the grantee recognizes this issue in their grant application and would agree to move forward as directed by the general counsel. Marty Moore asked if it would be possible to withhold \$2500 from the amount of their proposal until this matter has been resolved. Mrs. Parker-Sawyers stated it is a matter as to whether or not the grantee has a strong enough program to be considered competitively. With respect to their current funding, the grantee will continue to be funded until a determination is made one way or the other. Additionally, Commissioners were reminded that the issue being discussed is related to past funding not the proposed funding in the proposal that is eligible for competitive consideration. Commission Chair Reingold indicated if this proposal wasn't funded competitively, it will be re-submitted to the commission in the spring, at which time the commission can make a determination whether to approve the proposal for formula funds.

Mark Dobson indicated he had questions around religious instruction and what the Corporation embraces as partnerships with faith institutions, and partnerships in delivering social services, but not partnerships that require a particular belief for that social service. Mrs. Parker-Sawyers responded that the U. S. Constitution (Establishment Clause) prohibits government from engaging in any specific religious activity. This does not mean the OFBCI can't partner with faith-based institutions. Faith-based organizations have applied for AmeriCorps funding, but can not require members or staff who are supported with the AmeriCorps funds to attend or participate in any inherently religious activity

Commission Chair Reingold entertained a motion to forward the **Sycamore Service Corps** grant proposal through to the competitive process. Mark Dobson made the motion, which was seconded by Marty Moore. The motion passed, 8-0-1, with Jackie McCracken abstaining.

**Peace Learning Center:** Executive Director Parker-Sawyers advised that Peace Learning Center is an Indianapolis-based organization that promotes peace building and character education. Just like the rules of the road for driving, Peace Learning Center establishes safe and common ways to deal with conflicts and differences. They have been a Corporation funded program for a long time and have been competitive for a number of years. Their retention rate is a little less than desired and the OFBCI staff is working with them on this issue. There have been a number of recent findings, which seems to be the pattern for the older grantees. These findings include contracts not signed by the executive director, an AmeriCorps member was suspended but not suspended in WBRs, time log service hours did not agree with WBRs, and one member's file was missing document of eligibility. These findings have been addressed. Their match sources are Indianapolis Public Schools, Warren Township MSD, Lawrence Township MSD, Bartholomew County Schools, Indiana Department of Corrections, Lilly Endowment, Efroymson Foundation and Nina Mason Pulliam Trust. Their average panel

score was 739.3, which is very close to the 800 total possible points. However, they lost 100 points because their application was late. Mrs. Parker-Sawyers advised that much to the chagrin of many of the applicants, a penalty was assessed against those applicants whose applications were late. Basically, any application that was received by the OFBCI after 5 PM on 10/31/06 that did not have an extenuating circumstance was penalized 100 points. Extenuating circumstances included notification to the OFBCI that the eGrants system crashed. She reminded the commissioners that the 100 point penalty did not take away from the quality of their applications, but was noted for the purpose of full disclosure and documentation.

Michele Sullivan commented that Peace Learning Center identified IPS as one of their match sources. She advised the commission that IPS is one of the Department of Education's Learn & Serve programs and suggested the OFBCI staff make sure they aren't using federal dollars to match federal dollars. Executive Director Parker-Sawyers thanked Michele for her comment. She further stated the Peace Learning Center is an old program of the Corporation and the OFBCI will also want to double check to see whether they are using the same funding dollars as in the past. Commission Chair Reingold commented that a program such as this one, which has been running for a number of years, should have actually accumulated through the course of their activities some pretty compelling evidence of their productivity and impact. However, there doesn't seem to be a strong indication of this in their proposal and there appears to be a lack of compelling information indicating that what they have been doing has actually been effective. He suggested that Peace Learning Center be advised to think about how they can strengthen their proposal in order to compete in the competitive round. Executive Director Parker-Sawyers agreed, based on the notations received last year from the Corporation on another grantee, she stated she would pass the commission's concerns on to Peace Learning Center. She also mentioned that last year several applications were sent in for competitive consideration and some were not funded. She used ICC as an example stating many of the notations made by the Corporation had to do with proving the need for the program and documenting the justification and outcomes anticipated or achieved.

Leo McCarthy asked if there was a limit on the number of cycles for which an organization could receive funding. Ms. Parker-Sawyers stated that, in Indiana, the Commission established a sustainability policy that limits organizations to two, three-year cycles of formula funding. After the two, three-year cycles (six years total), organizations may sit out for one complete three-year cycle, then reapply for formula funding for a markedly different program than originally funded. Commission Chair Reingold added that the Corporation does not have a sunset clause, but organizations are expected to increase their matching dollars each year until reaching a 50-50 match in year 10 of federal funding.

Commission Chair Reingold entertained a motion to forward **Peace Learning Center's** grant proposal through to the competitive process. Wesley Simms made the motion, which was seconded by Michele Sullivan. The motion passed, 8-0-1, with Jackie McCracken abstaining.



**United Way of Porter County:** Discussion of this grant proposal began with Executive Director Parker-Sawyers stating this was a new applicant. There isn't any history to review but the United Way of Porter County's mission is to improve lives by mobilizing the caring power of the Porter County community. Their proposal includes three of the four strategic objectives of the Corporation and their project justification makes them a very strong candidate. Their program justifications are as follows: (1) In NW Indiana, there is a higher incidence of obesity, especially childhood obesity, tobacco use and smoking-related health problems, substance abuse problems, mental health problems, and lack of access to health care; (2) there is a need for intergenerational volunteer activities as noted in the Imagine Porter County Needs Assessment; (3) there are 8,000 children who should be enrolled in Hoosier Healthwise who are not. There is an estimated 33,000 adults in the area that do not have a medical home; (4) annually, 225-275 adults and dependent children spend 4,450-6,000 days in a safe shelter. One thousand to fifteen hundred crisis calls are also taken and an additional 350 clients are seen by the community advocate for legal and rape crisis services; and (5) the median rent for Porter County is higher than the region and state. Mrs. Parker-Sawyers also stated they detailed their performance measures for both service learning and community based programs, identified in detail their member activities, partner information, and also identified their match sources. The reviewers who reviewed this application felt the proposal was well written.

Leo McCarthy asked how the United Way of Porter County wrote such an impressive proposal. Cecelia Johnson-Powell advised they applied last year and had the benefit of seeing the comments and review of last year's reviewers as well as the OFBCI staff. They also attended the technical assistance workshops and asked questions. Mr. McCarthy advised they did a tremendous job of due diligence and it paid off. Wesley Simms indicated he sat on the review panel for this proposal and that United Way of Porter County is a strong organization.

Michele Sullivan made the motion to forward **United Way of Porter County's** grant proposal through to the competitive process. Mark Dobson seconded, the motion passed 8-0-1, with Jackie McCracken abstaining.

Commission Chair Reingold indicated the next two proposals, Indiana University/Aftercare for Indiana through Mentoring (AIM) and the City of Elkhart is continuation grants. The City of Elkhart is in their second year of a three year funding cycle and AIM is in their first year of a second round funding cycle. As noted in the peer review panel forms, they each had several findings during their program monitoring review. Mrs. Parker-Sawyers reminded the commission of her earlier comment about the finding patterns for the older programs. This has happened with AIM as well because they have multiple sites and are extraordinarily successful. The person who is the inspiration for the program is in such high demand to replicate these programs, that some of the administrative issues have escaped his detailed scrutiny. Roger Marjoram is aware of the findings and they have submitted a corrective action plan.

Commission Chair Reingold entertained the motion to vote on the continuation of **AIM** and the **City of Elkhart** together. Mark Dobson made the motion and was seconded by Leo McCarthy. The motion carried 8-0-1 with Jackie McCracken abstaining.

Following the vote, Commission Chair Reingold stated there were 8 proposals, Redeeming Ministries; Concord Neighborhood Center; City of Hammond; American Red Cross (St. Joseph County Chapter); Heart and Hands; Union Baptist Church; First United Methodist Church of Hammond; and CR Works, Inc. who were not considered for the national competition based on the results of the reviewers and staff recommendation. He opened the floor and gave anyone present the opportunity to discuss the ones that were not recommended to be sent to the competitive round. No further discussion ensued. These proposals will then be discussed at the February ICCSV meeting.

The next item on the agenda was the 2007 Indiana AmeriCorps Program Evaluation Project. As a matter of time, Mrs. Parker-Sawyers indicated that topic would be discussed at a later time. She proceeded to give a brief Executive Director report and stated that each commission around the country is expected to submit with the 07/08 application an evaluation plan. She indicated the OFBCI staff has begun to discuss this and will begin the process next fall. She further stated that one of the grantees approved last year, Workforce Development Strategies, terminated their grant because they wrote their grant with match dollars anticipated from another non-federal grant that did not materialize. Workforce Development was extremely disappointed, not only the fact they didn't get the non-federal grant but that they also had to terminate the AmeriCorps grant as well. As a result, the remainder of the Workforce Development AmeriCorps grant will cease to exist at the end of December, 2006. Instead of returning the remaining \$116,000 of their grant money back to CNCS, a proposal was sent to the Corporation. The proposal requested permission to use the \$116,000 for a statewide evaluation of the formula AmeriCorps grant programs. The Corporation agreed to the proposal and, as stated earlier, the OFBCI staff is developing the evaluation proposal for bid. Once the contract is awarded, Commission members will be briefed on the design and timeline of the evaluation.

The second thing Mrs. Parker-Sawyers discussed was the 2007 Governor's Conference for Service and Volunteerism will be on March 12-13, 2007, at the Downtown Indianapolis Marriott. She stated the OFBCI staff is in the process of proofing the registration mailer and this should be complete within a matter of days. The mailers will be mailed out sometime within the first two weeks of January. Our training manager, John Rentsch, has secured the two plenary speakers. On March 12<sup>th</sup>, Terry Hasdorff, Director, Center for Faith-Based and Community Initiatives at USAID will be speaking. On March 13<sup>th</sup>, David Eisner, CEO for the Corporation for National and Community Service will be the keynote speaker. Mrs. Parker-Sawyers advised the commission that National AmeriCorps Week begins the same day as the conference, and we are very fortunate to have the CEO for CNCS in Indianapolis for the beginning of this special week. Mrs. Daniels has agreed to chair the Awards Selection Committee for the Governor's Awards for Service and Volunteerism. We have been very fortunate to have volunteers from large Indiana organizations agree to be on this committee, which is

geographically balanced. Those organizations are the United Way of Central Indiana; Indiana Family Institute; Wellpoint Foundation; Cummins Foundation; Indiana Youth Institute; Butler University; Central Indiana Community Foundation and Indiana Grantmakers Alliance.

Mrs. Parker-Sawyers advised the first ICCSV meeting of 2007 is on February 8<sup>th</sup>, followed by a meeting in April, June, August, October and December. She also said that depending on the response time from the Corporation regarding the submitted proposals, there is a possibility a conference call meeting may be necessary in late May/early June. In closing, Mrs. Parker-Sawyers thanked Mark Dobson, Wesley Simms and Belinda Munson for being on the Peer Review Panel. Commission Chair Reingold also mentioned if anyone would like to be more involved to please let him know.

Michele Sullivan made a motion to conclude the meeting and was seconded by Wesley Simms.

The meeting adjourned at 3:09 PM.

Respectfully submitted,

Janet Simpson  
Administrative Assistant